

RETURN TO  
RECORDS MANAGEMENT DIVISION

25X1A9a Supply Division, Logistics Office

5 November 1954

ATTN

Chief, Records Systems Branch, Records  
Management Division/MS

## Stocking of Standard File Folders

1. At the end of this calendar year, for the first time a number of Agency files will be cut-off for record retirement purposes. This means there will be an added demand at that time for file folders to establish new files for the ensuing file period. To assist the Building Supply Offices in planning for this end of the year requirement, all Area Records Officers were contacted by a representative of this office to determine their needs. The requirements of each office are shown on the attached list. With the exception of those for the Logistics Office, it is requested that folders in the quantities shown be delivered to the respective Area Records Officers by 6 December 1954. The Logistics Area Records Officer requests that her folders be kept in Quarters 1 and Alcott Hall Building Supply Rooms for withdrawal by Logistics personnel. This early delivery will allow time to prepare the folders for use by 1 January 1955.

2. One of the selling points for use of standard file folders is their availability when needed. However, on a number of occasions we have requested standard file folders from the supply rooms and have found that the supply was completely exhausted. In discussing this problem with the various Building Supply Officers it was found that in most cases no controlled stock level was maintained. Requisitions are submitted normally once a week but the time required for processing is from two to four weeks. In order to assure a supply of folders at all times, it is suggested that usage figures be maintained by each Building Supply Officer, and that stock levels be established allowing for the maximum requisition processing time.

3. We will appreciate your cooperation in helping us with these problems, and will be glad to assist in anyway you suggest.

Attachment

MS/RMD/RSB/RRS:pj

ORS

25X1A9a